



TEXAS HOUSE *of* REPRESENTATIVES

Representative Cecil Bell, Jr.

District 3

Representative Cecil Bell, Jr. is seeking an applicant for a FULL-TIME PAID Policy Analyst position for the 87th Session of the Texas House of Representatives in Austin, Texas. This position will begin ASAP.

The Policy Analyst shall:

- Research and draft reports regarding legislation in assigned policy areas
- Request hearings for bills and prepare bill analyses
- Prepare bill books/files for each of the Representative's bills, including bill analyses, talking points, floor speeches, etc.
- Monitor committee hearings and track relevant legislation
- Assist the chief of staff in preparing daily floor packet for Representative
- Track the Representative's voting record
- Answer the phone and greet visitors
- Manage constituent correspondence on legislative issues
- Check and sort mail
- Collect invitations and maintain office calendars
- Other duties as assigned

Applicants should have strong research and writing skills, well-developed organizational and interpersonal skills, solid computer skills, and effective communication skills. Applicants should also have an avid interest in government and the legislative process. **Session experience required.**

To Apply

Please submit a cover letter and resume (include undergraduate GPA) to Ariane Marion at Ariane.marion@house.texas.gov. Only candidates selected for interviews will be contacted.

We are an Equal Opportunity Employer and do not discriminate on the basis of race, color, national origin, age or disability in the employment or the provision of services. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please include that information in your e-mail.